

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 07 FEBRUARY 2003**

**CEFMS:**

a. Our functional systems accountants continued to work various issues and resolved problems pertaining to labor-related questions. We continued to assist USACE activities processing labor cost transfers for cost share projects and continued to respond to DoDIG inquiries on labor costing.

b. We are continuing our ongoing effort to develop P2/CEFMS interface routines involving work items, purchase requests, obligations, labor burden rates, organization codes and cost data. We completed phase 1 interface testing for purchase requests. Also, we provided a demonstration of the purchase request interface to the P2 team.

c. We continued working with the DOD IG auditors and responded to numerous inquiries regarding assets from multiple groups of auditors. The auditors' questions involve various aspects of asset management, including recording of assets, depreciation, asset costs and reports. We have scheduled a briefing and demonstration of the asset management process for 11-13 Feb 03.

d. We completed testing the modifications for travel check stubs that are required for the new release (Windows version) of the Integrated Army Travel System (IATS). CEFMS interfaces with IATS for computation of travel (TDY) entitlements. The modified programs will be installed on the Disbursing Division PC when the new IATS Programs are released.

e. We hosted a two-day workshop on 3 Feb 03 to explore key concepts for the proposed Republic of Korea (ROK) Fund Process changes to CEFMS. Workshop attendees included the Director, UFC and the Chief, Disbursing Division, and key personnel from the Korea District and Systems Development and Maintenance staff. We developed a conceptual "roadmap" of proposed changes from the current ROK Fund Process model to the proposed model. We are awaiting the approval of a new LDA account and funding from Korea before work begins on the project.

g. We met with the CEEIS Configuration Control Board in Mobile, AL, on 28 Jan 03, and discussed current initiatives and future plans as they relate to CEEIS. The objective of the meeting was to share information and help improve the working relationship between CEFMS and CEEIS.

h. We implemented stricter access methodologies for access to prior year databases in order to prevent unauthorized access to privacy act data. We coordinated with all Corps activities on the access methods.

i. We modified CEFMS to change the obligation process for local travel vouchers. The vouchers are now obligated when a USACE activity approves the voucher; as opposed to the previous process of obligating and disbursing the voucher when it was certified at the UFC.

j. We are continuing to work on modifying CEFMS to include information on travel disbursements. The modification would replace the mail notification of travel settlement information. The travel settlement information will be available for view by the traveler in a CEFMS screen. We are continuing to modify the coding for and testing the new version of IATS being released by the Army.

## **II. PROBLEM REPORTS/IMBALANCES:**

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	932	891
Priority #1 Problem Reports	86	97

Received 288 new problem reports and completed 247 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	47	33
One	5	12
Two	7	7
Three	1	2
Four	0	2
Five	1	2
Nine	0	1
Eleven	0	1
Seventeen	0	1

**III. ACCOUNTING OPERATIONS:**

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	250
HUNTSVILLE	22
USACE HQ	<u>1</u>
TOTAL	273

DISBURSING WORKLOAD DATA:

PAYMENT	<u>CURRENT MONTH</u> <u>Feb 01 - Feb 11</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Feb 11</u>
BY CHECK:		
Checks Issued	5,186	57,028
Percent of Total	13%	15%
Dollar Amount	\$47,157,686	\$544,031,489
BY EFT:		
Transfers Made	16,287	180,556
Percent of Total	87%	85%
Dollar Amount	\$294,029,102	\$3,761,332,857

#### **IV. OTHER UFC ISSUES:**

a. We remain on schedule for the upcoming consolidation of operating F&A functions for POD, Honolulu, Japan and Korea Districts on 1 April 03. We are in the final stages determining our disbursing processes due to the 15 hour time difference (also crosses the international day line) between Millington, TN, Korea and Japan. We are also coordinating with The Chohung Bank LTD. in Seoul, Korea and Chase Tokyo in Tokyo, Japan to obtain our check stock and establish our Limited Depository Accounts (LDA) for foreign currency disbursements.

b. On 3 February 2003, we submitted the required FY03 plans of obligations and expenditures for the Executive Direction and Management funds for UFC operations. The final General Expense funding level was only slightly less than our initial requirements submission, while the final approved Operations and Maintenance, Army funding was about 18% lower than our requirements.

c. We trained 34 individuals from 14 different USACE activities from 27-30 Jan 03 on CEFMS issues and processes to include: purchase requests, training, travel orders, travel vouchers, receiving reports and other view screens within CEFMS. This training is intended as an introduction to CEFMS for new Corps employees. The training is presented as a combination of lectures and hands-on practical exercises.

d. On 4-6 February 2003, we conducted the second of six standard query language (SQL) classes scheduled for 2003. Both the basic and intermediate SQL courses are offered during these three-day sessions. Attendees of this most recent session were from eight different USACE activities.

e. The Delmar 302 and Delmar 304 Reports were sent to DFAS-IN on the first workday of January. DFAS-IN is requiring Army activities to submit the reports on the first workday starting with the February reports. The Cash Reports Division performed a test run for the January Reports and met the first workday suspense requirement. We have established procedures to meet the new monthly requirement.

f. Dorothy Arnold, Alice Stevens and Dorothy Pesotine from our Cash Reports Division are scheduled to visit POD to review all Cash Reports for POD, Honolulu, Japan and Korea Districts. We have been processing POD's input for Defense Cash Accounting System (DCAS) since July 2002. While in POD, our representatives will also meet with Resource Managers from Japan and Korea to establish procedures for the upcoming consolidation. POD has the largest volume of unmatched disbursements (TBO Uncleared Listing) in USACE. Since many of the transactions will be unique to the Finance Center, the UFC employees will help develop the best solution for clearing the unmatched disbursements.

g. We are continuing to work issues concerning the 1st quarter FY 03 CFO financial statements, footnotes and quarterly accounts receivable report. The draft statements are scheduled for review on 10 Feb 03.

h. We hosted an EEO Fact-Finding Conference on 4-7 February 2003 to provide pertinent information concerning various EEO issues at the UFC. The conference focused on recent selections for developmental accountant positions.